

York County Job Description

Job Title: Seasonal - Parks

Revision Date: February 2012

Full time ☐ **Part time** ☒

Hours of Work: Varied

Hours per week: Varied

Shift: Seasonal, Varied

Department No: 74

Department Name:

Reports to (title only):

To be completed by the Human Resources Department:

FLSA Status: ☐ Exempt ☐ Non-Exempt

Classification:

Grade Level:

Please complete the following to ensure that the essential functions and requirements are accurate, clear and consistent with the needs of the position.

POSITION SUMMARY

A part time seasonal position (approved on a year to year basis) providing support for the maintenance and program departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Each calendar year, York County Parks' employs "seasonal" positions to assist full-time staff in their day-to-day work activities that include, but not limited to, maintenance, program, concession and enforcement.

Time Period: Positions limited to Park needs between January 1 thru December 31. That is, the position is approved for only that calendar year & subject to normal hiring practices, usually during summer months.

Position hours will not exceed 999 per year.

Duties: Maintenance: normal Park duties (mowing, trimming, painting, cleaning, and trail work)
Concession: boat rentals & special events

Pay: 1st Year - \$8.40/hr.
2nd Year - \$8.60/hr.
3rd Year - \$8.80/hr.
4th Year - \$9.00/hr.

Work Sites: Reports to assigned locations & perform duties park-wide.

Information: Contact York County Parks at 717-840-7440 or 717-840-7403 (f) or visit our web site at www.yorkcountyparks.org (click on park logo).

ESSENTIAL PHYSICAL AND MENTAL JOB REQUIREMENTS

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☐ Excellent Verbal Communication Skills Necessary
- ☒ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☒ Several Blocks From Building
- ☐ Building Only
- ☐ Work Area
- ☐ Room Only

9. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☐ Driving Required

10. Sitting

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☒ 25% - 50%
- ☐ Less than 25%

11. Standing

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☒ Greater than 30 lbs.
- ☐ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☒ Greater than 6 Feet
- ☐ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities and duties required of the job incumbents.